# First Year Instructor Institute

# Syllabus for cohort 2

| Contact Information | |
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| Questions about **arrangements**:<br>Rebecca Nelson, Secretary<br>Adult Education Academy for Professional Development<br>280 University Boulevard<br>GH 501A<br>Morehead KY 40351<br>Phone: 606-783-2026<br>Fax: 606-783-9111<br>E-mail: r.nelson@moreheadstate.edu | Questions about **content**:<br>Connie Spencer-Ackerman, Director<br>Adult Education Academy for Professional Development<br>280 University Boulevard<br>GH 501A<br>Morehead KY 40351<br>Phone: 606-783-9377<br>E-mail: c.spencerack@moreheadstate.edu<br>Mobile phone: 606-776-3652<br>Please note that I use my mobile phone *only* when traveling. The office number above is preferred. |

**1. Syllabus Overview --**

This syllabus covers the institute description, objectives, resources, expectations, prerequisites, and assignments. Please read the syllabus thoroughly, making note of important dates and expectations. If you have questions, please contact one of the two names listed above.

**2. Description –**

The First Year Instructors' Institute aims to prepare full-time instructors, instructional aides, and program directors who have been hired since January 1, 2009 to be effective teaching in, assisting in, and supporting organized, scheduled adult basic education classes. By completing the prerequisite online course, Introduction to Adult Education, participants will learn how local Kentucky

adult basic education programs fit into the statewide program and how the statewide program fits into the national program. In face-to-face meetings and distance learning, they will learn intake and orientation approaches that get adult learners engaged and off on the right foot for success in the program. They will become familiar with standardized tests used to identify instructional needs and assess educational progress, with formative assessment techniques, with effective instructional strategies, and with instructional methods appropriate for adults with learning disabilities. Following the face-to-face meetings, participants will develop a classroom project in which they will apply strategies learned in the meetings, and the results of those projects will be shared at a project showcase.

**3. Learning Objectives –**

Participants will:

- Be able to design an intake and orientation process that supports student persistence
- Know how to administer state approved standardized tests and use results to plan instruction
- Analyze appropriate test questions for potential student gaps.
- Participate in cooperative learning groups for specific purposes.
- Learn and practice using current best teaching practices.
- Design mini-lessons to meet content learning gaps.
- Study and practice "think aloud" learning strategies.
- Understand the differences among learning disabilities, learning difficulties, and learning differences.
- Identify the characteristics and consequences of learning disabilities.
- Recognize the legal implications of serving adults with learning disabilities.
- Discover sources for referrals and resources for adults with learning disabilities.

**4. Resources –**

- NRS Online Training at http://www.nrsweb.org/trainings/online.aspx
- Interim online training at www.literacywithoutlimits.org
- *A Handbook for Classroom Instruction that Works* – Marzano, Norford, Paynter, Pickering, & Gaddy, Association for Supervision and Curriculum Development, 2001 (provided)
- Institute Handbook
- Wimba Webinar – This Webinar will require a computer and, ideally, a microphone and headset, both of which were distributed to all programs by KYAE. If enrollees do not have a microphone and headset, they can participate with only a computer and its

built-in microphone. Please check for the equipment at least one week in advance of the scheduled Webinar. Complete directions will be sent one week prior to the scheduled session.

**5. Expectations –**
Because KYAE has invested significant public funds in supporting this institute, attendance is expected during the full schedule (beginning time to adjournment) of all face-to-face meetings. In order to maximize the content of the institute, participants are expected to also complete all additional components – advance work, interim work, classroom projects, and observation. If a serious situation, such as illness, prevents attendance at any session, participants are asked to notify Rebecca Nelson at 606-783-2026 in advance of the scheduled session.

**6. Weather Policy –** First, check the Angel/KYVAE course for information. If you still have a question about a weather cancellation, call Connie Spencer-Ackerman at 606-776-3652 **by 7:00 a.m**. on the morning of the scheduled session.

**7. Prerequisites –** KYAE200: Orientation to Adult Education

**8. Institute Design --** The institute will be an extended experience, combining face-to-face workshops, demonstrations of instructional strategies, distance learning, classroom application, and an opportunity to receive feedback from an instructional coach.

**9. Activities, Assignments, and Dates/Deadlines –**

**Note: Because of the limited number of rooms available at state park lodges, it is important to make lodging reservations as soon as possible. Ask for the adult education/state rate.**

| Activity | Additional Information | Dates/Deadlines |
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| | | **Cohort 2** |
| Assessment of Prior Knowledge and Assessment of Self-Efficacy – an online survey to determine participants' familiarity with the content of the institute | 1 - Go to the Kentucky Virtual eLearning Portal and complete the assessments of prior knowledge and self-efficacy found at The First Year Instructors' Institute. Select your training location/cohort. | 1/13/10 |

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| Advance Work – an online course familiarizing participants with the National Reporting System, requirements for reporting on student progress, and the importance of careful goal setting | 2 - Go to http://www.nrsweb.org/trainings/online.aspx, register as a new user, and complete the advance online training on *Data Quality Guide Training Courses*. More information is found in section 12. | 1/13/10 |
| First Face-to-Face Meeting – 3 days covering student intake and orientation, standardized testing in Kentucky programs, and the use of formal and informal assessment to plan instruction | • Rough River State Park in January (800-325-1713 for lodging) | 3/31-4/02 |
| Online Video Review – viewing an online video that introduces several strategies that will be explored in the second face-to-face meeting | Go to the Web site www.literacywithoutlimits.org and click on lessons. Two have been selected for your activity: *Comprehension Strategies for Low-Level Readers* and *Previewing Challenging Vocabulary and Content*. Use the note-taking form, which is found in the lessons section of the online portion of this course, to take notes on what you see and to record your thoughts on how you might apply the strategies. Place in the Angel course drop box found in the lesson titled "Links to Assignments." | 4/15 |
| Second Face-to-Face Meeting – 2 days covering effective instructional strategies, the use of authentic materials in instruction, and recognizing and accommodating learning disabilities | • Pennyrile State Park in March (800-325-1711 for lodging) | 4/22 & 4/23 |
| Webinar or Videoconference – a session during which participants may observe | Additional information will be shared when plans are finalized. | 5/7 |

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| demonstrations of teaching strategies and ask questions | | |
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| Classroom Project – a project during which knowledge acquired in the face-to-face sessions will be implemented in the classroom, resulting in formal lesson plans and a course syllabus | Project guidelines are posted in the Angel course. When your project is complete, place it in the drop box in the Angel lesson titled "Classroom Project Documents" no later than 5/26. Our office will make copies to share at the showcase. | 5/26 |
| Coaching Visits/Teaching Observations – an opportunity to practice instructional strategies and receive constructive feedback | Arrangements will be made by phone. | • To be determined<br>• Between 4/23 & 5/21 |
| Classroom Project Showcase – a final session when classroom projects will be showcased | Come to the project showcase prepared to share your project with your peers. Directions for sharing will be posted in Angel. | 6/04<br>Madisonville Community & Technical College, John H. Gray Bldg., Room 162<br>***tbd |
| Assessment of Knowledge Gained – an online survey to determine the effectiveness of the institute overall and the knowledge gained as a result of participation | 1 - Go to the Kentucky Virtual eLearning Portal and complete the assessments of knowledge gained and self-efficacy found at The First Year Instructors' Institute. Select your training location/cohort. | by 6/11 |

**10. Constructive Feedback** –Feedback on your classroom project will be based on the project rubric, which is posted in the course on Angel. You will receive feedback on your teaching demonstration from an experienced educator.

**11. Advance Online Training on Data Quality –** The following steps are to be completed prior to the first face-to-face meeting. See due dates in schedule above.

Step 1 – Ask your director for the following:

- A copy of the final 08-09 program report and an explanation of its contents
- A copy of your program's intake/registration form so that you can compare it to information you will see in the online training
- An explanation of your role in either data collection or data entry

Step 2 – Go to http://www.nrsweb.org/trainings/online.aspx to register for the online courses listed below. You are encouraged to print copies of the course pages and note questions that you would like answered during the face-to-face meeting.

Step 3 – Complete the course *What is the NRS?* It can be completed in 20 to 35 minutes.
http://www.nrsonline.org/training/1_what_is_nrs/

Step 4 – Go to the course *Guide for Improving NRS Data Quality* http://www.nrsonline.org/training/4_data_quality_guide/ and complete the courses listed below. They can be completed in approximately 20 minutes.

- Part IV, Collecting NRS Outcome Measures – 1 page
- Part IV.A. Assessment: Measuring Educational Gains -- Pages 2-9 (*Note: Page numbers are found in a green box in the upper right-hand corner of each page.)*
- Part IV. B. Intake and Goal Setting – Pages 2-9

Step 5 – Go to the course *Learning to be an NRS Data Detective*
http://www.nrsonline.org/training/6_data_detective/a_intro/ and complete the courses listed below. They can be completed in 10 to 15 minutes.

- Part 4, Policies & Procedures: Assessment, Pages 1-8
- Part 5, Policies & Procedures: Goal Setting, Pages 1-3

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